

How to upload your Final Portfolio from Google Docs to our website

A Step-by-Step Guide



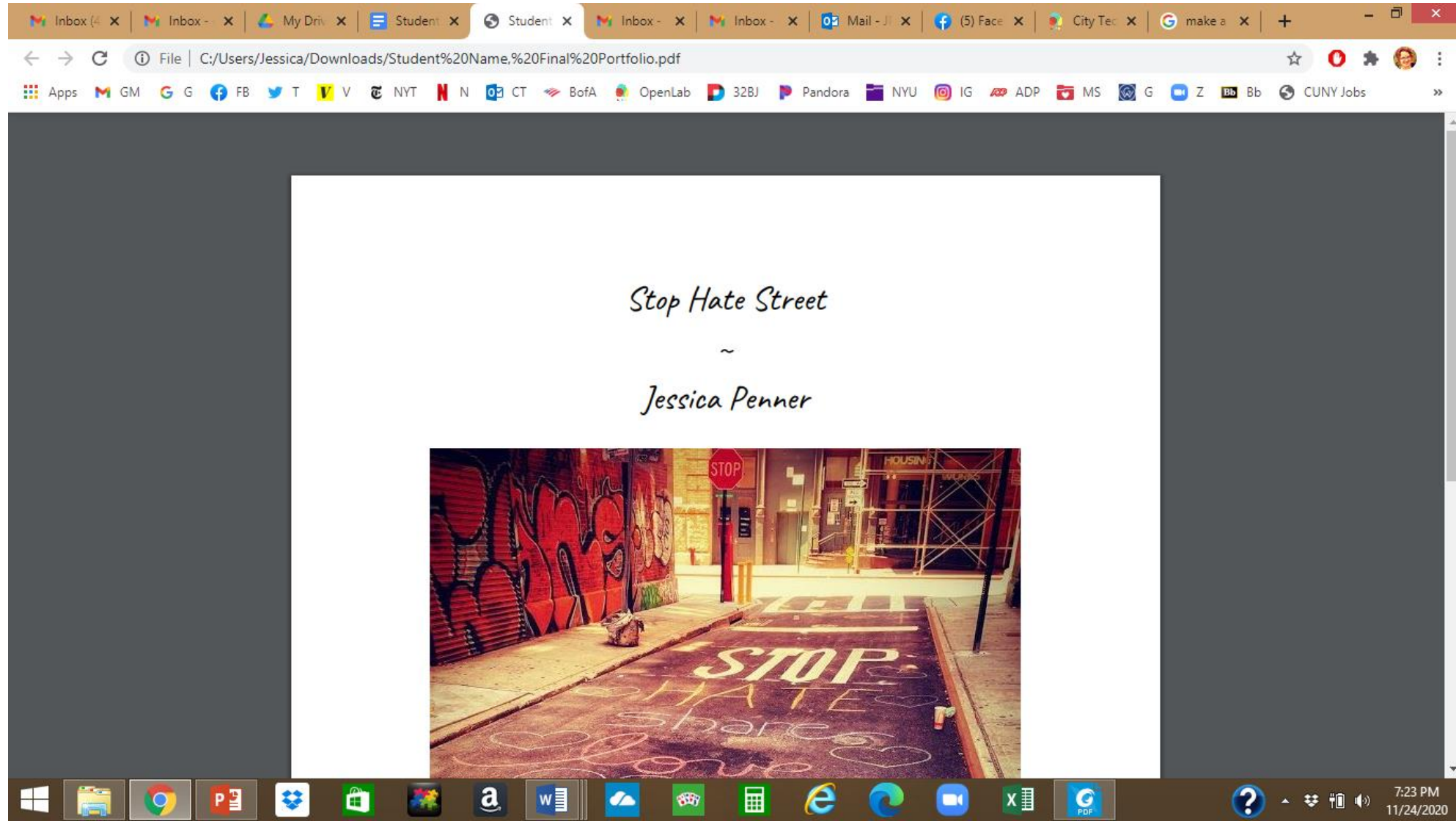
Name and save your formatted document as you see below.

The screenshot shows a Google Docs interface. The document title is "Student Name, Final Portfolio". The text in the document is written in a cursive font and reads "Stop Hate Street" followed by a tilde symbol and "Jessica Penner". Below the text is an image of a street scene at night with graffiti on a wall and a stop sign. A red arrow points to the "A" icon in the top toolbar, which is used for text color selection. The browser's address bar shows the document URL: docs.google.com/document/d/1r5V6RSdspy6qzrQnOR9RRhxQOPSMI2m5XxUrTh1PNKs/edit. The Windows taskbar at the bottom shows the time as 7:21 PM on 11/24/2020.

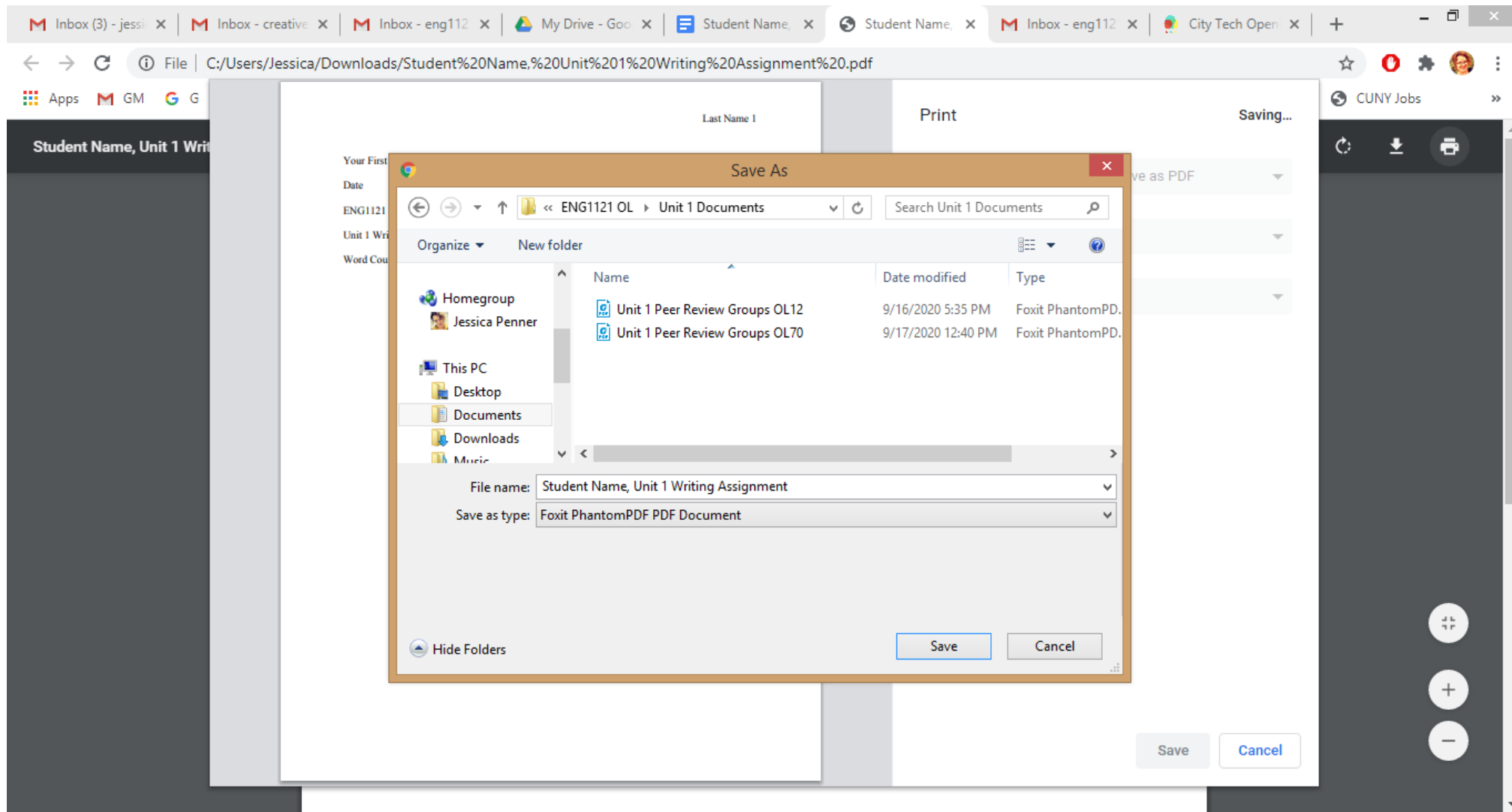
Go to File, then Download, then click on PDF.

The image shows a browser window with multiple tabs open, including 'Your big idea', 'Multimodal Pro', 'Inbox (3) - jessi', 'Student Name', 'Mail - JPenner', 'Edit Post < ENG', 'repurposing - C', and 'how to take a s'. The active tab is 'Student Name', which is open to a Google Docs document. The document title is 'Student Name,' and the content contains the text 'Student Name'. The 'File' menu is open, showing options: Share, New, Open (Ctrl+O), Make a copy, Download, Email as attachment, Make available offline, Version history, Rename, Move, Move to trash, Publish to the web, and Email collaborators. The 'Download' option is selected, opening a sub-menu with the following options: Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), Web Page (.html, zipped), and EPUB Publication (.epub). Three red arrows point to the 'File' menu, the 'Download' option, and the 'PDF Document (.pdf)' option, respectively.

Your document is now a PDF!



Save the PDF to your drive.



Go to the website dashboard and create a post under Final Portfolio.

The screenshot shows a web browser window displaying the WordPress dashboard for 'openlab.citytech.cuny.edu/pennereng1141fa2020/wp-admin/post-new.php'. The user is logged in as 'Hi, Jessica Penner'. The dashboard sidebar on the left includes 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', and 'Users'. The main content area shows the 'Add New' post form with the title 'Student Name, Final Portfolio'. The 'Categories' section on the right is expanded, showing a list of categories: 'Student Work', 'Assignment Posts', 'Dialogue', 'Discussions', 'Final Portfolio' (checked), and 'Journals'. A red arrow points from the 'Add New' link in the sidebar to the title, and another red arrow points from the 'Final Portfolio' checkbox to the 'Final Portfolio' category name. The browser's address bar shows the URL 'openlab.citytech.cuny.edu/pennereng1141fa2020/wp-admin/post-new.php'. The taskbar at the bottom shows various application icons and the system clock indicating 7:27 PM on 11/24/2020.

Save Draft! Click on + and scroll down to File.

The screenshot shows a web browser window displaying the WordPress admin interface for a course page. The browser's address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1141fa2020/wp-admin/post.php?post=2129&action=edit`. The page title is "ENG1141 Creative Writing, FA2020". The user is logged in as "Hi, Jessica Penner".

The interface includes a sidebar on the left with navigation options: Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, and Users. The "Add New" option is highlighted.

The main content area shows the "Add New" block menu. A red arrow points to the "+" button in the top left corner of the block menu. Another red arrow points to the "File" block option in the "Patterns" column. A third red arrow points to the "Save draft" button in the top right corner of the main content area.

The main content area displays the title "Student Name, Final Portfolio" and the text "Start writing or type / to choose a block".

The Windows taskbar at the bottom shows the system tray with the date and time: 7:28 PM, 11/24/2020.

Click on Upload.

The screenshot shows a web browser window with multiple tabs. The active tab is the WordPress admin interface for a user named Jessica Penner. The page title is "Student Name, Final Portfolio". The left sidebar contains a navigation menu with options like Dashboard, Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, and Users. The main content area shows a "File" block editor. A red arrow points to the "Upload" button in the block editor. The block editor also includes a search bar for blocks, a table of block options (Image, Gallery, Audio, Cover, File, Media & Text, Video), and a "DESIGN" section with options like Buttons, Columns, and Group.

Browser tabs: Inbox (5), Inbox, My Drive, Student, Student, Inbox, Inbox, Mail - J, (5) Face, Add Ne, make a

Browser address bar: openlab.citytech.cuny.edu/pennereng1141fa2020/wp-admin/post.php?post=2129&action=edit

Browser bookmarks: Apps, GM, G, FB, T, V, NYT, N, CT, BofA, OpenLab, 32BJ, Pandora, NYU, IG, ADP, MS, G, Z, Bb, CUNY Jobs

WordPress Admin Header: My OpenLab, ENG1141 Creative Writing, FA2020, Hi, Jessica Penner, Log Out

WordPress Admin Sidebar: Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, Users

WordPress Admin Main Content: Student Name, Final Portfolio

WordPress Admin Main Content Block Editor: Search for a block, File, Upload, Media

WordPress Admin Main Content Block Editor Table:

Blocks	Patterns	Reusable
Image	Gallery	Audio
Cover	File	Media & Text
Video		

WordPress Admin Main Content Block Editor DESIGN Section: Buttons, Columns, Group

Windows Taskbar: Windows, Chrome, Word, Outlook, Edge, Teams, Excel, PDF, 7:30 PM 11/24/2020

Find your PDF. Hit Open.

The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/pennereng1141fa2020/wp-admin/post.php?post=2129&action=edit`. The browser's address bar and tabs are visible at the top. Below the browser, a 'Select or Upload Media' dialog box is open, with the 'Media Library' tab selected. A 'Drop files' area is visible in the background. In the foreground, a Windows File Explorer window is open to the 'Handouts' folder. The file list is as follows:

Name	Date modified	Type
ENG1141, Final Portfolio Assignment	5/10/2020 9:17 PM	Microsoft Word
ENG1141, Final Portfolio Assignment	5/10/2020 9:17 PM	Foxit Phantom
Formal Critique Template	2/1/2020 7:32 PM	Microsoft Word
How to Post an Assignment on OpenLab	8/24/2020 5:23 PM	Foxit Phantom
How to Post Your Memoir on OpenLab	9/9/2020 3:06 PM	Foxit Phantom
How to Post Your Memoir	9/9/2020 3:05 PM	Microsoft Word
How to Save and Upload Final Portfolio I...	11/24/2020 7:30 PM	Microsoft Power
Literary Festival Announcement	12/16/2019 10:02 ...	Microsoft Word
Picture A	10/7/2020 11:46 PM	Foxit Phantom
Picture B	10/7/2020 11:47 PM	Foxit Phantom
Picture C	10/7/2020 11:48 PM	Foxit Phantom
Student Name, Final Portfolio	11/24/2020 7:32 PM	Foxit Phantom

The 'Student Name, Final Portfolio' file is selected. A red arrow points to the 'Open' button at the bottom right of the File Explorer window. The Windows taskbar at the bottom shows the time as 7:34 PM on 11/24/2020.

Add Tag: Final Portfolio. Hit Publish.

The screenshot shows a WordPress admin interface for a course page titled "Student Name, Final Portfolio". The page is in the "Publish" state. The main content area displays the title "Student Name, Final Portfolio" and a "Download" button. The right sidebar contains the "Publish" button, a "Are you ready to publish?" warning, and a "Tags" section. The "Tags" section shows "Final Portfolio" entered in the "Add New Tag" field. Two red arrows point to the "Publish" button and the "Add New Tag" input field.

Dashboard

Posts

All Posts

Add New

Categories

Tags

OpenLab GradeBook

Media

Links

Forms

Pages

Comments

TablePress

Appearance

Plugins

Users

Document → File

7:35 PM 11/24/2020

Make sure the Download works!

The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/pennereng1141fa2020/2020/11/24/student-name-final-portfolio/`. The page title is "Student Name, Final Portfolio". Below the title, it says "NOVEMBER 24, 2020 / JESSICA PENNER / 0 COMMENTS / EDIT". There is a large white box containing the text "Student Name, Final Portfolio" and a black "Download" button. A red arrow points to the "Download" button. Below this box is an "Edit" link. Underneath, there is a folder icon labeled "Final Portfolio" with a red arrow pointing to it. On the right side of the page, there is an "ABOUT" section with the text "Professor: Jessica Penner", "Email: creative.writing.citytech@gmail.com", and "Office Hours: 1 to 2 PM on Tuesdays, Wednesdays, and Fridays. I'll be available through Zoom and will send an invitation". A profile picture of a woman is shown. At the bottom of the browser, a taskbar shows a file named "Student-Name-Fin....pdf" open. The system tray at the bottom right shows the time as 7:37 PM on 11/24/2020.

If you used Word, *not*
Google Docs...

...just save it as a PDF before you upload it, so everyone's
assignments will appear in the same way!

